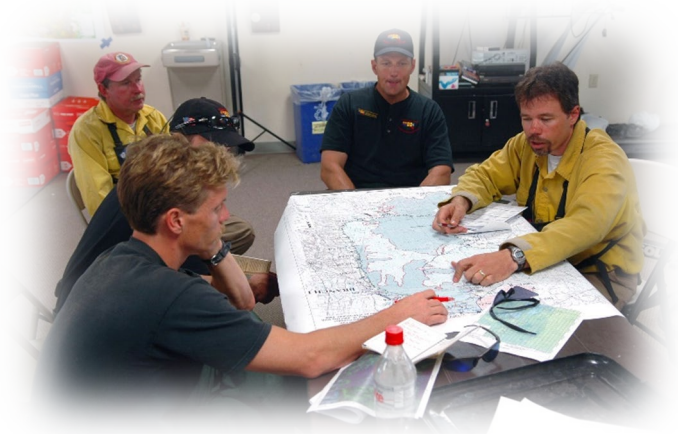


EMERGENCY ACTION PLAN



EMERGENCY MANAGEMENT
FT STEWART/HAAF, GA

ACTIVE SHOOTER

The logo is contained within a blue pentagonal border. It features a red tornado icon at the top, a red flame icon on the right, and a red active shooter icon (a gun with a target) at the bottom left. A red silhouette of a person with a skull and crossbones is shown at the bottom right, with a computer monitor displaying the word 'ATTACK'.

BUILDING #, NAME

DIRECTORATE

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PLAN SUMMARY

PURPOSE

1. This facility Emergency Action Plan (EAP) identifies procedures to be followed in the event of manmade incidents and natural disasters. It outlines and describes specific actions to be accomplished during an event or contingency that would negatively impact Fort Stewart/Hunter Army Airfield (FS/HAAF) or surrounding areas. It identifies specific functional area checklists required to implement response procedures and minimize operational capability impacts on USAG FS/HAAF, its Directorates and Tenant Organizations.
2. The best way to protect against the potentially harmful effects of both manmade incidents and natural disasters is to ensure that all building occupants know how to respond in an emergency. This level of protection involves pre-planning, training, and rehearsal.
3. Pre-planning includes establishing the EAP and ensuring all employees can undertake all responsibilities, within their capabilities, to ensure that personnel are moved quickly to safety, that damage to property is minimized, and that proper authorities are notified in the event of a localized emergency, as outlined in this EAP. Training will be conducted for all employees upon assignment and annually thereafter to ensure they understand the contents of the EAP and the individual responsibilities they may encounter. Rehearsals, or drills, provide an opportunity to practice emergency procedures to ensure efficient response in the event of a real emergency.
4. Participation in EAP activities include all Garrison Directorate and Tenant Organizations regardless of employment status (e.g., managers, supervisors, EAP team members, volunteers, contractors, contracting officers, etc.) Everyone must assume the responsibility for his or her own planning and safety in an emergency, as well as for working effectively with emergency planning officials

SCOPE

1. This EAP applies to all employees, support contractors, and visitors occupying **Building xxx** on Fort Stewart and assumes a localized emergency in which the facility is impacted in part or in whole.
2. The facility is a xxx-building located at **ADDRESS, SPECIFY IF FS OR HAAF.**

CONDITIONS OF EXECUTION

1. Upon receipt of this plan, all Garrison Directorate and Tenant Organizations will develop a separate comprehensive EAP for all inhabited buildings (buildings or portions of buildings routinely occupied by 11 or more DoD personnel and with a population density of one person per 430 gross square feet), primary gathering buildings, or billeting locations (11 or more unaccompanied DoD personnel are routinely housed, including Temporary Lodging Facilities and military housing permanently converted to unaccompanied housing). When multiple organizations occupy a single facility, the organization with the largest population will develop and manage the EAP with assistance from the other organizations.
2. Within 45 days of receiving the EAP format, organizations will fill in the highlighted areas of this plan to make it organization/facility specific.
3. Within 45 days of receiving the EAP format, organizations will expand on the checklist items to identify who, what, when, where and how each checklist item will be accomplished, to make this a comprehensive document.
4. Review each checklist item and provide detailed instructions on proper completion. Include pertinent details such as who to contact (by function), telephone numbers, etc. If it is time sensitive, ensure to add the specific timelines necessary.
5. This EAP will be implemented when an event occurs that affects the facility, and/or when directed by the Garrison Commander (GC), Installation Emergency Operations Center (IEOC), or First Responders.
6. The procedures within this plan apply to all organizations, assigned or attached, to Fort Stewart/Hunter Army Airfield.
7. The EAP should be in an area that is accessible by all personnel on each floor of the facility.
8. This plan is based on the information, factors, and estimates available at the time of preparation and may be modified in a specific emergency.

FACILITY OCCUPANT TRAINING

1. Training shall cover all areas of this plan.
2. Training shall be provided or coordinated by the Tenant Emergency Management Coordinator (TEMC) and/or the facility manager to all facility occupants upon:
 - a. Receipt of this plan.
 - b. Upon initial assignment.
 - c. When there are any changes to the plan and/or facility.

- d. Annually refresher training.
- 3. Training Documentation shall be maintained by the TEMC, facility manager, supervisor, or organization training manager.

EFFECTIVE DATE

- 1. The effective date of this Revised EAP is **XX XXXXX XXXX**
- 2. This document supersedes all previously recognized EAPs for **BUILDING EAP IS BEING USED FOR.**
- 3. Review and update the EAP annually NLT 1 OCT 2024. Provide a copy of the completed EAP to the Installations Emergency Manager via email at chester.f.bradley2.civ@army.mil for installation EM records, tracking, Senior Commander’s OIP (Marne Inspection Program), and investigation purposes.

OFFICIAL:

□

X

(LAST NAME)
(TITLE, ORGANIZATION)

DIRECTOR OR RESPONSIBLE PARTY

DIGITALLY SIGN

BUILDING NAME (BLDG NUMBER) - ANNUAL REVIEW/UPDATE RECORD

DATE	REVISIONS	NAME
	List changes if added	Reviewer / Approval Authority

FORT STEWART EMERGENCY PHONE NUMBERS	
NAME	CONTACT INFORMATION
Fire	Fort Stewart Fire Dept. Dial: 911
Law Enforcement	Fort Stewart Police Dial: 911
Emergency Medical Service	Fort Stewart Ambulance Service (EMS) Dial: 911
911 Dispatch Center	Fort Stewart DES Dial: 911 (571) 571-802-1800
DPTMS Operations	DPTMS Bldg. 709 (571) 801-2039 / 2040
Safety	Fort Stewart Safety Office (571) 801-2050/2055
Directorate of Public Works (DPW) Service Call Desk	Fort Stewart DPW (571) 802-0001 Emergency/After Hours (571) 802-0001
Public Affairs Officer (PAO)	Fort Stewart PAO (571) 801-2557/2551
Chaplain (RSO)	Fort Stewart RSO (571) 801-0115/0117
Criminal Investigation Command	Fort Stewart CID (910) 635-7772
USAG Official Facebook Page	https://www.facebook.com/FortStewartHunterArmyAirfield/
Fort Stewart Installation Emergency Manager, DPTMS, Bldg. 709	(571) 801-2038 chester.f.bradley.civ@army.mil
bldg. # Facility Mr:	Primary: Alternate:

APPENDIX 3 TO ANNEX A: ORGANIZATIONAL POINTS OF CONTACT

<u>EMERGENCY PLAN FOR</u>
AGENCY/UNIT: <u>Directorate</u>
DEPARTMENT/DIVISION: <u>Division/Branch or Building</u>
EM COORDINATOR: <u>IAW FRAGO 02 to OPLAN 24-02</u>

<u>EMERGENCY PLAN FOR BUILDING COORDINATOR or FLOOR MONITOR</u>
NAME: _____
PHONE: _____
EMAIL: _____
<u>ALTERNATE BUILDING COORDINATOR or FLOOR MONITOR</u>
NAME: _____
PHONE: _____
EMAIL: _____

<u>AGENCY POINT OF CONTACT CHAIN</u>
Director: _____
Deputy: _____

<u>ASSEMBLY AREAS</u>
PRIMARY BLDG ASSEMBLY AREA: _____
SECONDARY BLDG ASSEMBLY AREA: _____

Date of Plan: (Update this plan annually): _____
BY: _____

Floor Plan/Exits Bldg. Number

Obtain Floor plans from DPW

2ND Floor:
If applicable

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Introduction

This Emergency Action Plan establishes guidelines for all reasonably foreseeable workplace emergencies. Because each emergency involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessments are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

Note: Safety & Health are the overriding priority in all situations. Always think before you act.

Emergency Management Coordinator (EMC) Duties:

The EMC is the appointed person in charge of your agency's EM requirements, and ensures the program is following the installation emergency management program. The EMC will ensure an Emergency Action Plan (EAP) is implemented for their agency and will assign a POC for each facility owned or controlled by their agency and ensure that the POC accomplishes an EAP for their facility. EMCs will ensure, as a minimum, procedures are developed for:

- Evacuation, Shelter-in-Place, Lockdown, Active Shooter and Active Shooter procedures.
- Emergency escape procedures and emergency escape route identifications.
- Establishment of primary and alternate assembly areas for each facility, where all personnel will gather for accountability after evacuation of their facility.
- Establishment of agency and facility reporting procedures—identify a point of contact (POC) - i.e., DOC / UCC, EMC, Orderly Room/Admin section, etc.) with contact information.
- Procedures to account for and who / where to report the status of all personnel after an emergency evacuation has been completed.
- Ensure building / floor plans are developed and identify as a minimum: SIP room(s), evacuation routes, and primary and alternate assembly areas.
- Ensure visual aids are displayed on each floor identifying the agency EMC and Building Coordinator (See Attachment-1).
- Identify Floor Monitor(s) – so personnel will know who to obtain any additional information from.
- Ensure Building Coordinators or Floor Monitors are identified and assist them in building their facility EAPs, and the training of their agency personnel.

- Ensure annual review and update of agency’s EAPs.

Building Coordinators or Floor Monitors:

- With guidance and assistance from their EMC; construct their facility EAP.
- Ensure personnel are knowledgeable of and conduct drills on Evacuation, Shelter-in-Place, Lockdown, and Active Shooter procedures.
- Conduct an accurate head count of personnel reporting to the assembly area.
- Provide Emergency Response personnel with the necessary information about the incident.
- Ensure that designated Floor Coordinators have evacuated and accounted for all personnel from their area / floor and reported to their agency’s identified POC.

Unit Control Center (UCC)

During most emergency / critical incidents, it will be necessary for your organization/agency to activate their individual control center (UCC). List your assigned and trained personnel that will man your UCC.

Name	Title	Room #	Phone #
Not applicable			

- The organization/agency EMC will ensure these personnel are assigned and trained. Certain incidents could require 24/7 operations.
- Maintain POC listing and phone numbers for each building assigned to your organization/agency – to ensure the proper and complete flow of internal and external information.
- If required by the scope of the incident, you’re UCCs will ensure their contact information is forwarded to the FSGA IEOC, Attn: Installation Emergency Manager (IEM).
 - The IEOC as directed by the SC/GC could activate certain agency’s UCC – based on the type of incident.

- The incident commander (IC) could request agency assistance on smaller scale incidents.

- The EMC will obtain / identify the proper chain / phone numbers of who the UCC reports information / updates to and from.

- The UCC will be the key element in the relay of information from / to their agency commander and agency personnel.

- Some UCCs will receive updates and when activated report from / to their identified POC in the FSGA Emergency Operation Center (EOC).

- Also, during these incidents, it may be necessary for each facility to have an identified POC (by your EMC) to receive and pass information to your agency UCC.

Name	Title	Building #	Phone #
Identified Staff			

Mass Warning and Notification (MWN)



The MP Desk and IEOC have the ability to send alerts and notifications to members of the FS/HAAF military community affecting the installation through the (Alert!) Mass Warning and Notification (MWN) and Giant Voice (GV) system.

- The Alert! System is used for command notifications to civilian and military personnel. The Alert! System has the capability of notifying civilian and military employees utilizing a computer system on the FS/HAAF NASE domain (.mil) with their CAC-ID Card or through manual input by agency requested enrollment:
 - The primary mode of command notification to installation Directorates and their employees, Mission Supporting Commands and their employees, Senior Service Components Commands and their employees, and Command/Executive elements and organizations and their employees residing on the installation.
- FS/HAAF Alert! notifies subscribers of requested notifications to stay informed:

Self-Registration Instructions for MWNS/Alert! System (CAC holders)

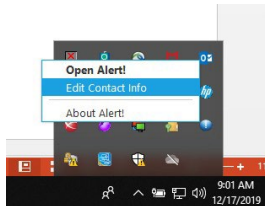
- 1) Select the Task Bar, Hidden Icons, on the left side



- 2) Select (Right Click) the Alert! icon



- 3) Select "Edit Contact Info"



- 4) Enter or update personal information as follows:

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ALERT

Create Client

Client

* indicates required fields

1 Personal Information

First Name * Middle Name Last Name *

Rank CAC EDIPI ①

1523466271

2 Contact Methods

Phone Numbers

Do NOT enter DSH numbers.

Phone Number * ① Extension ①

Usage Type ① Receive SMS Remove

Work Landline

Add Phone

Email Addresses

Email Address * Usage Remove

Work

Add Email

3 Associations ①

Description	Dates

Add Military Location Add Command Structure Add Address Add Additional Attributes

Save Cancel

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Figure 5 Create Client Page (Example)

2.1.1 Create Client Page

The **Create Client** page contains three sections: **Personal Information**, **Contact Methods**, and **Associations**.

- 1 Personal Information:** Enter **First Name** and **Last Name** (required); optional, enter **Middle Name** and **Rank**; **CAC EDIPI** auto-fills from the inserted CAC).
- 2 Contact Methods:**

Phone Numbers (see Section 2.1.2 for detailed phone information):

 - In textbox, enter 10-digit phone number (e.g., xxx-xxx-xxxx).

- If the phone number entered is an extension, input the extension number in the **Extension** textbox. If number directs the caller to phone menu options, input the desired menu option number followed by the extension number separated by a comma with no spaced. (e.g., 2,1430).
- From **Usage** drop-down, select **Work** or **Home**.
- From **Type** drop-down, select **Cell**, **Landline**, **Shared Landline**, or **Text-only**.
- **Receive short message service (SMS)** is selectable when **Cell** is selected.

Email Addresses Enter email in **Email Address** textbox and from **Usage** drop-down, select **Work** or **Home**.

- 3 **Associations** –Associations added to the **Create Client** page grant permissions to manage clients, groups, other users, and templates and allow a Web Interface User (within the associations) to send alerts to the client. The **Associations** section contains four buttons: **Add Military Location**, **Add Command Structure**, **Add Address**, and **Add Additional Attributes**.

NOTE

It is necessary to add at least one association without a start and stop date; if **Save** is selected before at least one association is added, an error message displays.

Add Military Location

NOTE

Service, **Region**, and **Installation** drop-downs are mandatory; selection of **Service** refines the options for additional drop-downs.

- Click **Add Military Location** button; **Add Military Location** dialog displays.

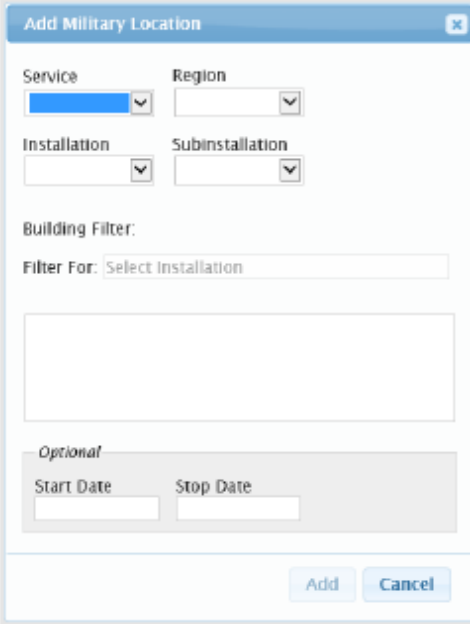


Figure 6 Add Military Location Dialog

- Starting with **Service**, use drop-down menus to select **Region**, and **Installation** (**Sub installation** optional).
- **Building Filter** can be used to search for a building.
- **Start Date** and **Stop Date** are optional and can be used to enter start/stop dates for **Military Location**; start/stop date can be used to detail a temporary or long-term assignment. Additionally, start/stop date can be used independently (i.e., enter a start date but no stop date or stop date with no start date).
- Click **Add**.

Add Command Structure

- Click **Add Command Structure** button; **Add Command Structure** dialog displays.

Figure 7 Add Command Structure Dialog

- Enter **Name** or **Unique Identification Code**; start typing command name or UIC and select from list.
- **Start Date** and **Stop Date** are optional and can be used to enter start/stop dates for **Command Structure**; start date can be to detail a temporary or long-term assignment. Additionally, start/stop date can be used independently (i.e., enter a start date but no stop date or stop date with no start date).
- Click **Add** or **Cancel**.

Add Address

- Click **Add Address** button; **Add Address** dialog displays.

Figure 8 Add Address Dialog

- Complete the address information (textboxes with asterisks (*) are mandatory).
- Check **Standalone Facility** for off-base locations (e. g., Recruiting Office).
- Click **Add**.

Add Additional Attributes

- Click **Additional Attributes** button; **Add Additional Attributes** dialog displays.

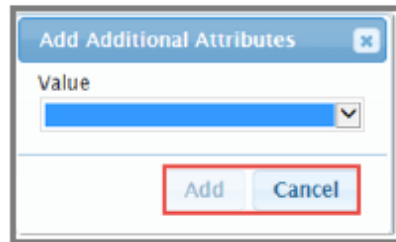


Figure 9 Add Additional Attributes Dialog

- Select from available **Values**.
- Click **Add**.

NOTE

If **Add Additional Attributes** association is selected without necessary identifying information, the following **Warning** dialog displays when client selects the save button.

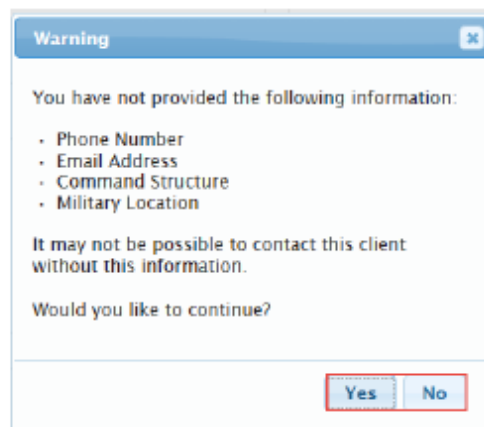
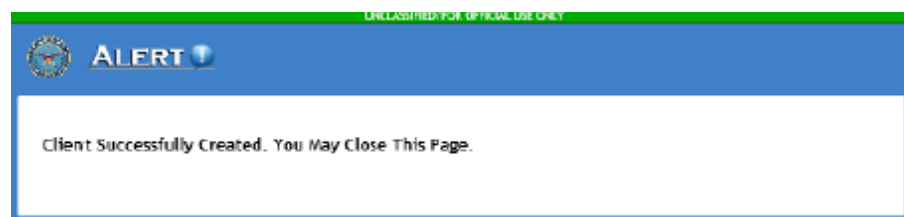


Figure 10 Insufficient Information Warning Dialog (Example)

- Click **Yes** to save; click **No** to continue entering association(s).

Step 6. On **Create Client** page (Figure 5), click **Save**; **Client Information Successfully Created** message displays.



You are now registered to receive Ft Stewart Emergency Alerts. To be added to specific Alerting Lists (e.g. weather, weekly-monthly communications tests), contact the IOC at (571) 801-2045 / 2042

- FSGA ALERTS! are used to disseminate messages pertaining to:
 - Immediate threats to life and property
 - Standard messages that pertain to changes on the installation such as:
 - Road or Gate closures for more than a couple of hours
 - Weather conditions
 - Utility outages lasting for more than a couple of hours
 - Limited access or closure to facilities or gates
- A best practice is to add this registration procedure to all agencies in and out-processing procedures/checklists.

Lines of Authority: The organization/agency, commander / director will appoint their EMC, who will be their primary point of contact for all EM related requirements (IAW DoDI 6055.17, AR 525-27 and DA Pam 525-27.

Agency/Unit Emergency Management Coordinator (EMC):

In the event of an emergency, the following person(s) have the authority to direct all reasonable and prudent actions until the arrival of Emergency Services.

Name	Title	Room #	Phone #
Identified Staff			

Incident Commander (IC):

Upon arrival of Emergency Services personnel, the ranking individual on the first arriving unit will assume the role of initial IC. This will usually be Military Police or Fire & Emergency Services (FES) personnel. These duties will be relegated to the Director of Emergency Services (DES); if required, upon their arrival.

Reporting an Emergency



Emergencies can usually be identified as medical, fire, natural disasters, severe weather, bomb threats, chemical spills, terrorist attacks, criminal acts, active shooter, etc. Personnel should identify these emergencies and **CALL 911** to alert Military Police and report them to their identified agency POC (if time and the situation permits). Military Police will notify all other Emergency Services.

Alerting Personnel:

The following will be used to alert all building occupants of fires and other workplace emergencies:

- In the event of a fire or other emergency that requires the evacuation of the building, the fire alarm will be activated, and personnel will calmly evacuate the building using designated

escape routes, while giving the vocal alarm of “FIRE”, etc. Personnel will look into rooms as they proceed to the exit to ensure that all personnel have been notified.

- Personnel will assemble in their designated primary/alternate assembly area.
- Remain outside until the emergency responders and/or the EMC announce that it is safe to reenter.
- In the event of a Medical or other emergency that does not call for the evacuation of the building, personnel will **CALL 911** to alert emergency responders and notify your EMC for further guidance/instructions.

Summon Emergency Assistance by CALLING 911.

DO NOT HANG UP FIRST. Let Emergency Personnel Hang Up First.

Steps for Reporting an Emergency

1. Summon Emergency Assistance by CALLING 911 and be prepared to provide the following type of information:
 - 1.1. Your name and location.
 - 1.2. Phone number from where the call is being made from.
 - 1.3. Location of the emergency, including facility name, BLDG #, and address.
 - 1.4. Type of Emergency (Fire, Medical, Active Shooter, Hazardous Material, Criminal Act, Bomb Threat, etc.).
 - 1.5. Number and condition of any victims.
2. Other Important Information:
 - 2.1. Location and extent of situation, hazard, fire, etc.
 - 2.2. Involvement of Hazardous Materials. (if available, give product name and/or describe any markings, labels or placards).
 - 2.3. What or if anything is needed at your location.
 - 2.4. After the call, station someone to direct Emergency Response personnel/vehicles to the scene of the emergency (if/as needed).
3. Notify your agency’s identified POC (CDR/Admin Office/DOC or UCC, etc.).
4. Determine the need to evacuate the facility or not.
5. If evacuation is decided, announce to all personnel to assemble at your primary or alternate assembly area.
 - 5.1. Primary Assembly Area: (Parking Lot 150ft from bldg. to designate areas)
 - 5.2. Alternate Assembly Area: (Front bldg. to right exiting bldg. (field 150ft from bldg./Rear Bldg. to designate areas)

6. Once all personnel are at your identified assembly area, accomplish a roll call.
7. Notify your agency's identified POC (CDR/Admin Office/UCC, etc.) of the following:
 - 7.1. The number of personnel accounted for.
 - 7.2. The number of personnel injured.
 - 7.3. The number of personnel unaccounted for.
 - 7.4. If possible, obtain the name(s) of any personnel transported by medical personnel.
8. If evacuation is long term, contact your agency's POC for relocation of personnel to another facility, release, etc.
9. Do not return to the facility, until released by the Incident Commander of the responding emergency forces.

Medical Emergencies

- Survey the scene; evaluate personal safety issues.
- **Call 911**
- Assess the victim's condition – Check:
 - Airway
 - Breathing
 - Circulation
- Provide aid and comfort in accordance with your training and ability while observing universal precautions.
- In the absence of medical personnel, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds and/or apply a tourniquet above the wound.
 - Clear the air passages using the “Heimlich Maneuver” in case of choking.
- Do not move the victim, unless the area is unsafe to maintain yours or the victim's safety.
- Infection Control – Observe universal precautions when providing aid and comfort:
- Limit contact with blood or other body fluids:
 - Avoid contact when possible
 - Wear “exam” gloves and eye protection
 - Use a pocket shield or mask if administering CPR
 - Do not pick up contaminated sharp objects with bare hands.
- Clean surfaces contaminated with small amounts of blood or other body fluids with 10% chlorine bleach & 90% water solution. Wear appropriate personal protective equipment (e.g., “exam” gloves and eye protection).
- Place all contaminated waste in a biohazard bag. This can be a plastic garbage bag used only for biohazard which is marked accordingly. Contact your supervisor for instructions concerning disposal of contaminated waste.
- Wash hands as soon as possible.
- Report exposure incidents to your supervisor as soon as possible.

Fire Emergencies

Incipient Stage Fire:

- Activate the fire alarm. Alert other personnel.
 - Based on the situation get help and/or **CALL 911.**
- If fire is electrical, disconnect power source.
- Extinguish with a suitable fire extinguisher
- Protect YOUR health and safety.
 - NEVER underestimate the fire or overestimate your ability.
 - Check fire extinguisher before approaching fire
 - Approach fire with caution
 - Maintain a clear path of escape.

Major Fire:

- Activate the fire alarm. Alert other personnel.
- **CALL 911.**
- Facility Evacuation:
 - Assist any injured to escape (if this can be done without entering dangerous areas).
 - Close doors and secure ventilation equipment (when practical).
 - Provide aid and comfort to any injured in accordance with your training and ability while observing universal precautions.
 - The facility floor plan layout (**See attachment 5 for example**) (the exit system layout, primary/alternate assembly areas, location of fire protection systems and fire extinguishers, lifesaving equipment, safe areas of refuge in the facility, special conditions or pertinent information related to emergency egress).
 - Obtain accountability of personnel and report status to you DOC/UCC, EMC, or commander.
- The following will be used to instruct personnel of the need to perform a precautionary, partial or total evacuation:
 - As dictated by existing conditions, instructions will be provided concerning securing equipment and/or maintaining vital operations.
 - When feasible, exit facility as identified on your facility floor plan’s evacuation routes.
 - If evacuation routes are unusable, exit by the nearest safe exit.
 - Upon exiting, personnel are to assemble at:

Primary Assembly Area	Alternate Assembly Area
Specific location and as detailed as possible.	Specific location and as detailed as possible.

- As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

Hazardous Material (HAZMAT) Emergencies

- A HAZMAT emergency is an actual or threatened chemical, radiological or infectious substance spill or release that has the potential to cause serious injury or harm to people, property or the environment.

- Ensure that everyone in the area is aware of all substances used in their area and know how to handle them safely.

- **CALL 911.**

- Communicate situation and substance information to the emergency operator (e.g., identity of substance from placards, labels or markings and what the substance is doing/where it is going).



- Be prepared to provide applicable material safety data sheets (MSDSs) to emergency response personnel.
- If safety permits, try to identify the substance (e.g., from placards, labels or markings) without endangering personal safety and health.
- In accordance with your training and your agencies spill response program, try to dam, dyke, or divert the release from entering any drain or protected area until trained personnel arrive.
- Alert other personnel in the immediate hazard area.
- Evacuate to a safe distance.
 - It is best to go upwind and/or crosswind from the released substance.
 - Assist any injured to escape (if this can be done without entering contaminated or dangerous areas).
 - Provide aid and comfort anyone injured in accordance with your training and ability while observing universal precautions. Take precautions to avoid being contaminated with the hazardous chemicals.
- Isolate hazard area.
 - Warn others of hazard and prevent personnel from entering area.
 - Close doors and secure ventilation equipment (when feasible).
 - As dictated by the situation, take appropriate actions to maintain vital operations and/or secure equipment.

Bomb Threat Procedures



- **Phone Bomb Threat:**

- Stay calm – do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by **CALLING 911**. If supervisor is not present, you make the call.
- Fill out the *Bomb Threat Checklist* (Refer to Attachment 2) to assist responding agency.
- Decision to evacuate the building will be made by law enforcement personnel.
- Take the checklist with you if the building is evacuating.

- **Written Bomb Threat:**

- Remain calm and leave the message where it is found.
- Do not handle the document any more than necessary to preserve fingerprints and other evidence.
- Do not alarm others.
- Notify your supervisor who will report the threat to law enforcement by **CALLING 911**. If supervisor is not present, you make the call.
- Do not give information to anyone except supervisor and/or law enforcement personnel.

- Suspicious Object, Package or Mail (Refer to Attachment 3).

- Suspect(s) Description (Refer to Attachment 4).

- Evacuate the immediate area.

- Do not touch the suspected bomb. Do not use cell phones. Do not use 2-way radios.

- Notify your supervisor who will report the threat to law enforcement by **CALLING 911**. If supervisor is not present, you make the call.

Severe Weather and Natural Disasters

Means of being notified:

- Numerous ALERTS! Systems (telephone, email, text)
- Giant Voice outdoor sirens
- Local radio/TV stations

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter.
Consider the following:
 - Small interior rooms on the lowest floor and without windows,
 - Hallways on the lowest floor away from doors and windows, and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Flood:

If indoors:

- Be ready to evacuate as directed by your EMC and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.
-

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Snow / Ice Storm:

If indoors:

- Stay calm and await instructions from your EMC or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.

- Wear layers of loose-fitting, lightweight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of your body.
- If shelter is not available:
 - Prepare a lean-to or wind break for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

>> Surviving an Active Shooter Event

RUN >> HIDE >> FIGHT



-
- **First option is to RUN – When an active shooter is in your vicinity:**
 - If there is an escape path – attempt to evacuate.
 - Evacuate whether others agree to or not.
 - Leave your belongings behind.
 - Help others escape if possible.
 - Call 911 when you are safe.

 - **Second option is to HIDE – If evacuation is not possible, find a place to hide:**
 - Lock and/or blockade the door.
 - Silence your cell phone.
 - Hide behind large objects.
 - Remain very quiet.

 - ❖ **Your Hiding Place Should:**
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Not trap or restrict your options for movement.

 - **Third option is to FIGHT – As a last resort and only if your life is endangered:**
 - Attempt to incapacitate the shooter.
 - Act with physical aggression.
 - Improvise weapons.
 - Commit to your actions.

 - **When Law Enforcement Arrives:**
 - Remain calm and follow instruction.
 - Always keep your hands visible and empty.
 - Avoid pointing or yelling.
 - Know that help for the injured is on its way.

Lock Down Procedures

The following guideline has been prepared for agencies building standardized procedures when a lock down is declared. The primary objective is to have a plan for safe, quick lock down and the accountability of all their personnel. Depending on the facility and occupancy, once an emergency lock down plan has been established, training of staff and practice drills must be regularly conducted.

- This is not to be confused with “Hiding” during an active shooter incident! A declared lock down could be for:
 - The entire installation (usually required for FPCON procedures).
 - On a certain sector/area of the installation, as deemed necessary by the IC – in coordination with the SMC/GC, if time permits.
 - On a few facilities or small area, as deemed necessary by the IC – in coordination with the SMC/GC, if time permits.

- All facilities should have a written emergency lock down plan and the following are minimum topics that must be addressed in the plan:
 - Duties and Responsibilities.
 - SOP/checklist to follow to ensure a safe and efficient lockdown.
 - Door guard procedures, with sign-in procedures, accountability, and reporting procedures.
 - Floor plan identifying one point of access.
 - Door signs to mark entry point and signs for other doors identifying them as closed, with arrows pointing toward the entry point.
 - Procedures for assistance of personnel in need of assistance.

Shelter-in-Place (SIP)

The installation's Shelter-in-Place (SIP) program and procedures are Army requirements for the protection of their personnel, as well as to further develop understanding of the Army's role in this DoD requirement.

The incident commander (IC) would initially direct an evacuation for this type of incident, but if time doesn't permit evacuation – then the IC would direct SIP. If the IC has time, they will get the permission from the SMC/GC before implementing SIP procedures. Directions to SIP may also occur in the event of a **HAZMAT** incident which could occur causing a downwind impact in certain areas. If there isn't sufficient time to order an evacuation, SIP may be directed.

The organization/agency appointed Emergency Management Coordinator (EMC) will ensure that standardized procedures are developed and practiced for each facility that is controlled by the agency. The EMC will assist all their agencies appointed Building Coordinators or Floor Monitors for this process. The EMC can obtain any required assistance from the DPTMS-EM branch. The following are the basic requirements for the agency SIP requirements:

- Agency SOP/checklist for each facility.
- Facility SIP kits.
- Information in each facility informing:
 - Signage for the SIP Room/Area.
 - Signage for directions to the SIP Room/Area.
 - Signage with the name/contact number of the Building Coordinators or Floor Monitors assigned as the SIP Monitor.
 - Facility map showing SIP room(s)/area(s), evacuation routes, and assembly areas.
- Agency SIP procedures will be tested at least bi-annually.
- When directed to remain in your home, office or school, follow these directions to “shelter-in-place.”
 - Go/Stay inside.
 - Close all doors and windows.
 - Turn off all ventilation systems (heating, A/C, and fireplace dampers).
 - Go into a room with the fewest doors and windows and seal the room.
 - Stay in the room until told by authorities that it is safe to come out.
- How to Shelter-in-Place (Have a prepared SIP kit)
 - Dampen towels and place over cracks – at the bottom of the door.
 - Have pre-cut plastic sheeting to fit over windows and vents. Secure w/duct tape.
 - Tape around the door.
 - Don't air out or leave your shelter until authorities tell you to do so.

- Remember
 - If ordered to evacuate, do so immediately, and carefully follow directions. Do not wander about, know where you are going and how to get there.
 - Avoiding chemical exposure should be your primary goal. Leaving your sheltered area to rescue or assist victims can be a deadly decision.
 - In a hazardous material (**HAZMAT**) incident, there is very little an untrained volunteer can do to help victims. Stay in your sheltered area until authorities determine it is safe to come out.
 - If you were outside before taking shelter and think you may have been exposed **HAZMAT** substance, there are several things you can do
 - ❖ If you are in a sealed shelter, take off at least your outer clothes – put them in a plastic bag and seal the bag.
 - ❖ If water is available, wash or take a cool to warm (not hot) shower, using lots of soap and water – do not put soap in your eyes, just use lots of water.
 - ❖ When/If you leave the area, tell emergency responders or medical staff at your destination you may have been exposed. Tell emergency responders about the sealed bag, so they can arrange for its safe removal after the emergency.

- **SIP Kit:** Prepare a shelter-in-place kit appropriate for the room/area selected. As a minimum, the kit should contain:
 - Duct tape for sealing cracks around doors and windows.
 - Plastic (precut to size & marked for placement location) to cover windows.
 - A battery-operated AM/FM radio and flashlight with fresh batteries.
 - Bottled water and towels (for sealing the bottom of doors).
 - Candles; matches; first-aid kit; medicine and other items essential for your coworker's or family's survival.
 - Check the kit every six months to make sure all the supplies are still there and that they are fresh.
 - The room should have a telephone, although you should use it only for emergency calls. If you use it otherwise, you may be taking up a line needed by emergency response officials.

- See attachment-5 for an example SIP checklist.

- See attachment-6 for SIP Signage.

HVAC Emergency Shut-Off Procedures



1. In the event of incident(s) requiring the shut-off of HVAC and IOC air conditioning systems for **XXXXX**, the following actions are to take place:

- The Facility Manager is responsible to ensure all (1) HVAC systems and air conditioner are shut off at each pull switch located adjacent to each system. See building/facility diagrams for location of HVAC systems and air conditioners. Notify DPW at **-571-802-0001**
- All occupants will be directed to report to the designated SIP Room (Rm. tbd) and instructed that no one is to depart the building.
- SIP procedures will be implemented as directed/required. (See SIP Procedures-Pg. 21)

- ***AS A LAST RESORT. PULL FIRE ALARM AND CALL 911 TO INFORM THEM OF YOUR STATUS. THE FIRE ALARM WILL SHUT OFF THE HVAC SYSTEM IN SOME BUILDINGS, HOWEVER, TO ENSURE SHUT-OFF, FACILITY MANAGERS AND DESIGNATED PERSONNEL SHALL KNOW BEFORE HAND THE LOCATION AND SHUT-OFF PROCEDURES FOR THEIR FACILITY HVAC SYSTEMS.***



Evacuation Procedures

The following guideline has been prepared for agency facilities that are staffed daily. The primary objective is to have a plan for safe evacuation and accountability of all personnel from facilities. Depending on the facility and occupancy, once an emergency evacuation plan has been established, training of staff and practice drills must be regularly conducted.

- All facilities should have a written emergency evacuation plan, and the following are minimum topics that must be addressed in any emergency evacuation plan:
 - Duties and Responsibilities.
 - Specific information and procedure on activating the facility's fire alarm system, notification of occupants as well as activating the 911 system.
 - **The facility floor plan layout will reflect the following: The exit system layout, primary/alternate assembly areas, location of fire protection systems and fire extinguishers, lifesaving equipment, safe areas of refuge in the facility, special conditions or pertinent information related to emergency egress).**
 - Issues related to persons with disabilities.
 - Pertinent contact information and emergency telephone numbers.
 - Accountability (meeting place after exiting the facility to account for everyone).
 - A representative to provide the emergency responders with vital information related to the emergency and any person/s that may still be inside the facility.
 - Procedures for assistance of personnel in need of assistance.
 - A checklist to follow to ensure a safe and efficient evacuation.

Instructions: Agency Emergency Management Coordinators; through their appointed facility Emergency Coordinators or Floor Monitors should customize their plan by identifying the method that will be used to alert personnel of the need to evacuate.

- The following will be used to instruct personnel of the need to perform a precautionary, partial or total evacuation:
 - As dictated by existing conditions, instructions will be provided concerning securing equipment and/or maintaining vital operations.
 - When feasible, exit facility as identified on your facility floor plan's evacuation routes.
 - If evacuation routes are unusable, exit by the nearest safe exit.
 - Upon exiting, personnel are to assemble at:

Instructions: Customize your plan by identifying the location(s) where personnel are to gather following an evacuation.	
Primary Assembly Area	Alternate Assembly Area
Specific location and as detailed as possible.	Specific location and as detailed as possible

- Upon exiting, the following persons (or positions) will account for and report the status of personnel to their EMC or agency UCC (if activated).

ATTACHMENT 1 –

EMC Signage

NOTE: UNIT/AGENCY EM COORDINATOR CAN BE SWITCHED TO COVER “BUILDING COORDINATORS AND/OR FLOOR MONITORS

Primary:

Name	EM Coordinator	Building Number	Phone Number
------	----------------	-----------------	--------------

Alternate:

Name	Position or Assistant	Building Number	Phone Number
------	-----------------------	-----------------	--------------

BOMB THREAT CALL PROCEDURES	BOMB THREAT CHECKLIST																															
<p>Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.</p> <p>If a bomb threat is received by phone:</p> <ol style="list-style-type: none"> 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does. 2. Listen carefully. Be polite & show interest. 3. Try to keep the caller talking to learn more info. 4. If possible, write a note to a colleague to call the 911 or, as soon as the caller hangs up, immediately Notify them yourself. 5. If your phone has a display, copy the # and/or letters on the window display. 6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get the exact words. 7. Immediately upon termination of the call, do not hang up, but from a different phone, contact the police immediately w/information and await instructions. <p>If a bomb threat is received by handwritten note:</p> <ul style="list-style-type: none"> • Call - 911 • Handle note as minimally as possible. <p>If a bomb threat is received by e-mail:</p> <ul style="list-style-type: none"> • Call - 911 • Handle note as minimally as possible. <p>Signs of a suspicious package:</p> <table border="0"> <tr> <td>• No return address</td> <td>• Poorly handwritten</td> </tr> <tr> <td>• Excessive Postage</td> <td>• Misspelled Words</td> </tr> <tr> <td>• Stains</td> <td>• Incorrect Titles</td> </tr> <tr> <td>• Strange Odor</td> <td>• Foreign Postage</td> </tr> <tr> <td>• Strange Sounds</td> <td>• Restrictive Notes</td> </tr> </table>	• No return address	• Poorly handwritten	• Excessive Postage	• Misspelled Words	• Stains	• Incorrect Titles	• Strange Odor	• Foreign Postage	• Strange Sounds	• Restrictive Notes	<p>Date: Time: </p> <p>Time Caller Hung Up: <input type="text"/> # Where Rcvd: <input type="text"/></p> <p align="center">Ask Caller:</p> <ul style="list-style-type: none"> • Where is the bomb located? (Bldg., Floor, Room, etc.) • When will it go off? • What does it look like? • What kind of bomb is it? • What will make it explode? • Did you place the bomb? <input type="checkbox"/> Yes <input type="checkbox"/> No • Why? • What is your name? <p align="center">Exact Words of Threat:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p align="center">Information About Caller:</p> <ul style="list-style-type: none"> • Where is the caller located? (Background of level of noise) • Estimated age: • Is voice familiar? If so, who does it sound like? • Other points: <table border="0"> <tr> <td><u>Caller's Voice:</u></td> <td><u>Background Sounds:</u></td> <td><u>Threat Language:</u></td> </tr> <tr> <td><input type="checkbox"/> Accent</td> <td><input type="checkbox"/> Animal noises</td> <td><input type="checkbox"/> Incoherent</td> </tr> <tr> <td><input type="checkbox"/> Angry</td> <td><input type="checkbox"/> House noises</td> <td><input type="checkbox"/> Message read</td> </tr> <tr> <td><input type="checkbox"/> Calm</td> <td><input type="checkbox"/> Kitchen noises</td> <td><input type="checkbox"/> Taped</td> </tr> <tr> <td><input type="checkbox"/> Clearing throat</td> <td><input type="checkbox"/> Street noises</td> <td><input type="checkbox"/> Irrational</td> </tr> <tr> <td><input type="checkbox"/> Coughing</td> <td><input type="checkbox"/> Booth</td> <td><input type="checkbox"/> Profane</td> </tr> <tr> <td><input type="checkbox"/> Cracking voice</td> <td><input type="checkbox"/> PA System</td> <td><input type="checkbox"/> Well-spoken</td> </tr> </table>	<u>Caller's Voice:</u>	<u>Background Sounds:</u>	<u>Threat Language:</u>	<input type="checkbox"/> Accent	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Angry	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read	<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped	<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational	<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane	<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA System	<input type="checkbox"/> Well-spoken
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DIRECTORATE AND BUILDING NUMBER EAP

DATE

<ul style="list-style-type: none"> • Unexpected Delivery <p>DO NOT:</p> <ul style="list-style-type: none"> • Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb. 	<ul style="list-style-type: none"> <input type="checkbox"/> Crying <input type="checkbox"/> Deep <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disguised 	<ul style="list-style-type: none"> <input type="checkbox"/> Conversation <input type="checkbox"/> Music <input type="checkbox"/> Motor <input type="checkbox"/> Clear
<ul style="list-style-type: none"> • Evacuate the building until police arrive and evaluate the threat. • Activate the fire alarm. • Touch or move a suspicious package/ <p>EMERGENCY – 911</p> <p>FS/HAAF Law Enforcement</p> <p>FS 571-801-1800</p> <p>HAAF 571-801-7834</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Distinct <input type="checkbox"/> Excited <input type="checkbox"/> Female <input type="checkbox"/> Laughter <input type="checkbox"/> Lisp <input type="checkbox"/> Loud <input type="checkbox"/> Male <input type="checkbox"/> Nasal <input type="checkbox"/> Normal <input type="checkbox"/> Ragged <input type="checkbox"/> Rapid <input type="checkbox"/> Raspy <input type="checkbox"/> Slow <input type="checkbox"/> Slurred <input type="checkbox"/> Soft <input type="checkbox"/> Stutter 	<ul style="list-style-type: none"> <input type="checkbox"/> Static <input type="checkbox"/> Office machinery <input type="checkbox"/> Factory machinery <input type="checkbox"/> Local <input type="checkbox"/> Long distance <p>Other Information:</p> <hr/> <hr/> <hr/> <hr/>

ATTACHMENT 3 –

Suspicious Packages and Letters

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS

Some characteristics of suspicious packages and letters include the following...

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address

1 Handle with care. **2** Isolate it immediately **3** Don't open, smell, touch or taste. **4** Treat it as suspect. Call local law enforcement authorities

If a parcel is open and/or a threat is identified . . .

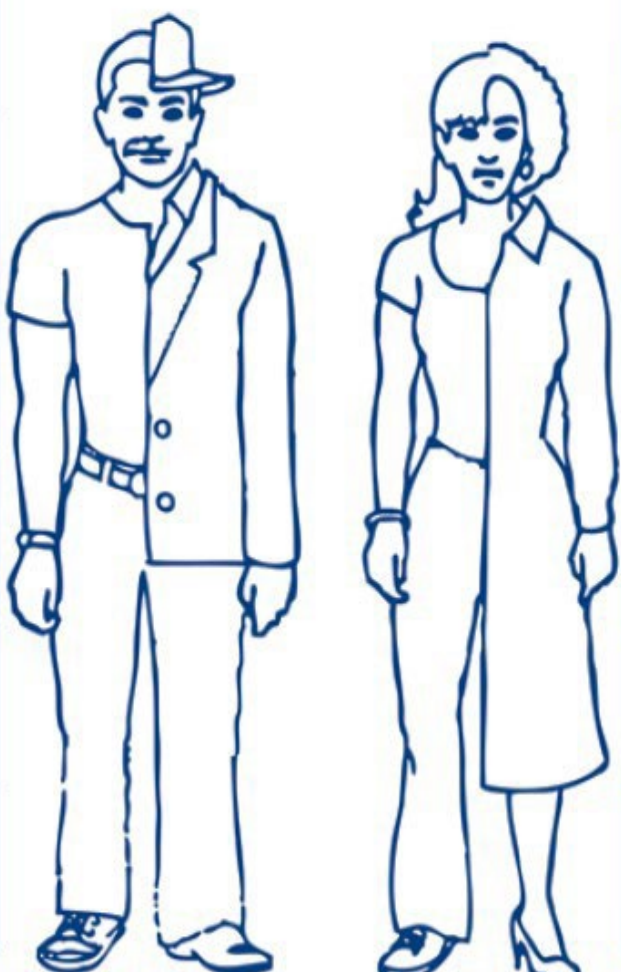
<p>For a Bomb: Evacuate Immediately Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>	<p>For Radiological: Limit Exposure - Don't Handle Evacuate Area Shield Yourself From Object Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>	<p>For Biological or Chemical: Isolate - Don't Handle Evacuate Immediate Area Wash Your Hands With Soap and Warm Water Call Police Contact Postal Inspectors Call Local Fire Department/HAZMAT Unit</p>
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ATTACHMENT 4 – Suspect Description Form

When confronted with an armed or violent suspect it is important to remain calm. Try to remember any information that will allow you to describe the Suspect to authorities. Do this in a way that the Suspect does not feel that you are staring at them.

PLEASE RECORD AS MUCH INFORMATION AS POSSIBLE

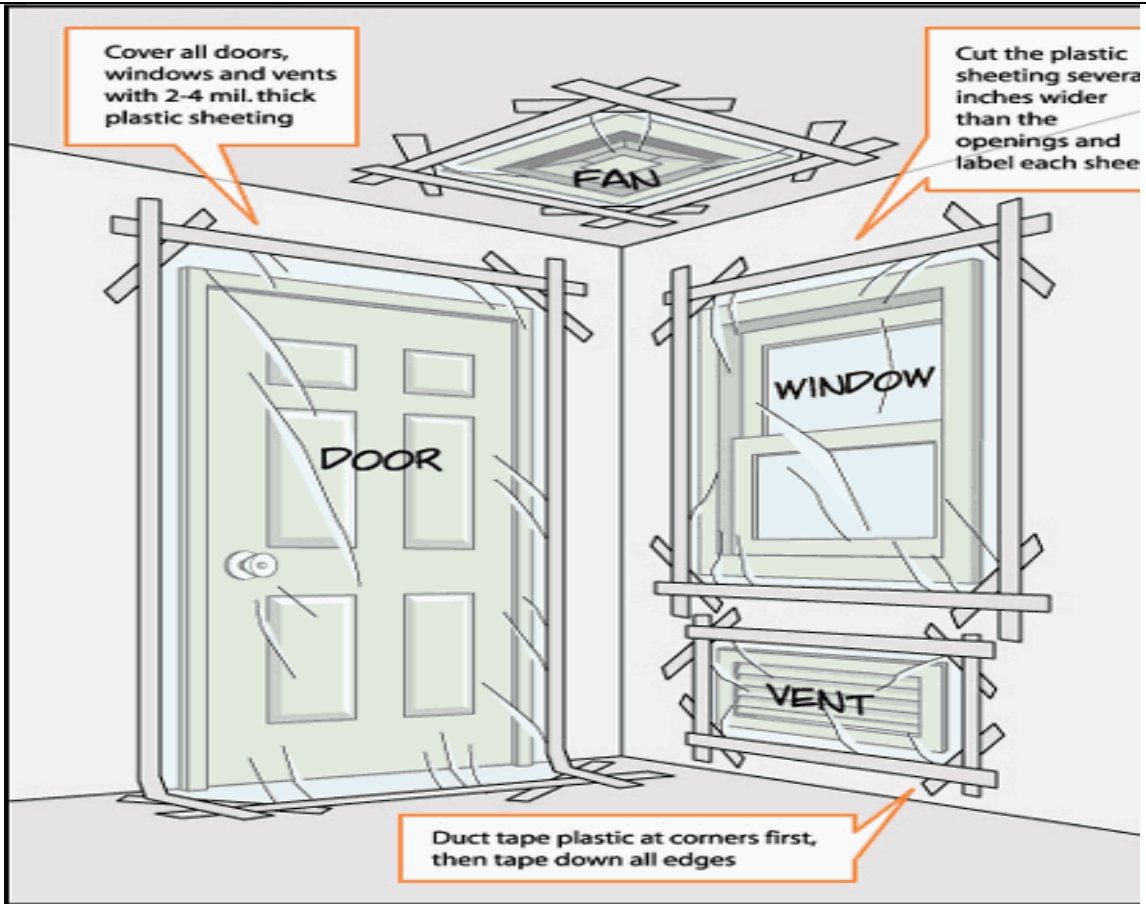
SEX	RACE	AGE	HEIGHT	WEIGHT	WEAPON TYPE
-----	------	-----	--------	--------	-------------

HAIR		HAT (color, type)
GLASSES TYPE		TIE
COMPLEXION		SHIRT
SCARS/MARKS		COAT
TATTOO		TROUSERS
JEWELRY		SHOES

ATTACHMENT 5 –

Example Shelter-in-Place Checklist

"Example" SHELTER IN-PLACE Activation Checklist Bldg.: xxx , Floor: <u>xxxxx</u> , Room: xxxxx, Organization: MPD Facility Manager / SIP Monitor: Name			
#	Item	Y	N
	Upon Notification of "SHELTER IN-PLACE":		
1	Notify all personnel in/around or collocated to your facility when Shelter In-Place is required. NOTE: If you are required to provide shelter to another office/or group of personnel it is critical you contact them at this time.		
	Picture of HVAC		
2	Immediately proceed to (each HVAC system (4) to shut-off HVAC system fans and exhaust, around Bldg. xxx		
3	Post Shelter In-Place signs on the main entry doors listed below and secure/lock all windows and doors listed on the floor plan attached in TAB 1 of SIP Continuity Binder.		
	Front door of Bldg. xxx Door		
	NA Windows		
	NOTE: Signs are in TAB 5 of SIP Continuity Binder.		
4	Secure any classified material.		
5	Ensure all equipment on inventory of SIP kit is available or verify an inventory has been completed.		
	NOTE: This includes where all the additional items are available if they were unable to be place in the actual SIP kit. Examples: LMR, Radio, Phone, Fire Extinguisher.		
6	Coordinate with identified team personnel to seal doors, windows and vents with pre-cut plastic located in the SIP kit.		
	Doors to		
	NOTE: In addition to sealing with plastic and duct tape, coordinate with available personnel to seal under all necessary doors with wet towel to ensure no hazards are available to enter through the bottom of the door.		
	No Windows:		
	A/C Vents		



7	Upon all doors, windows, and vents are being sealed, take 100% accountability of ALL personnel in the facility, including their unit information and report any health concerns to 911.		
	NOTE: This should be relayed to your Departmental Operation Center (DOC), if operational. Accountability Sign-In sheet is in TAB 2 of SIP Continuity Binder.		
8	Identify a Shelter Commander (highest ranking individual) to provide support if need requires.		
	Shelter Commander: TBD		
9	Continue to Shelter-In-Place until "ALL CLEAR" has been announced or otherwise directed.		
10	As a Reminder , be sure to stay off the radio and phone unless it is critical to relay information and turn on radio or broadcast stations to listen for additional information on the situation.		

ATTACHMENT 6 –

Shelter-in-Place Signage



(Click and copy to make full size)

DIRECTORATE AND BUILDING NUMBER EAP

DATE

ATTACHMENT 7 –

Facility Emergency Floor Plan

BLDG #
Emergency Floor Plan
Obtain from DPW

BLDG #

Emergency Floor Plan

2nd Floor – Obtain from DPW (If you have a 2nd Floor)

For additional information and/or assistance contact:

DPTMS, Installation Emergency Manager (IEM)

Mr. Chester “Beau” Bradley

571-801-2038

chester.f.bradley2.civ@army.mil

DPTMS Emergency/Contingency Planning Officer

Mr. James Goolsby

571-501-2044

james.b.goolsby.civ@army.mil

**Directorate Emergency
Management Coordinator (Name)**

Phone Number

[Email](#)

**Directorate
Building
Coordinator
(if multiple
buildings)
Phone Number**

[Email](#)